



**City of Freeport**  
**Special Meeting**  
**3:00 PM/Council Chambers/Freeport City Hall**  
**May 8, 2018 Minutes**

**I. Meeting Opened**

The May 8, 2018 Special Council Meeting was called to order at 3:00 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers.

**III. Forensic Audit Contract**

City Clerk Podraza turned the meeting over to Marcum, LLP who was presenting via Conference Call.

Mr. Frank Rudewicz introduced himself and introduced his team: Brian Fleming, John Heller, Katie Allison-Boughton. Mr. Rudewicz stated that his team is prepared to answer any questions and review the Work Plan from the cost proposal. Mr. Rudewicz informed the Council that it is their understanding that the City is looking for ideas and suggestions to conduct the audit in phases. To “Walk before we run” so to speak.

Clerk Podraza opened the floor for discussion and the following items were discussed:

- Walk Before You Run proposal
  - Initial look at the past five (5) years
  - Request of Documents and Interviews
  - Identification of Critical Time Period of 2015 & 2016
  - Focus on Revenue Drop during the time the City did not have a Finance Officer
  - Estimated cost range:
    - Phase-1 - \$14,300.00
    - Phase-2 – 24,000.00 per year
- This estimate does not include recommendations of controls which was Phase-3 in the RFP.*

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk’s office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



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- Council may set a threshold with a “Not to Exceed” Scope. This would get the audit through certain phases. The next phase would not be engaged unless approved by Council.
- Phase-1 would include the request for documents and interviews for a two-year time span.
- Mr. Rudewicz reviewed the issues within the two years identified, that brought the Firm to the conclusion of where the problems may be.
- Council discussion ensued regarding the processes that would occur during phase-1. The Phase-1 budget range without the Final Report and without control recommendations included, would be \$65,000.00 to 87,000.00 for a 2-year preliminary overview. The overview would include fiscal years 2015 & 2016. This would be from Oct 1, 2015 through September 30, 2016.

Council requested a Letter of Engagement with pricing, phases and outline of time frames. This will need to be submitted to the City Clerk by noon, May 17, 2018 for the May 24, 2018 Council Meeting.

Public Comment was made by Mr. Bob Mims regarding the Scope of Work and time periods that will be covered.

**IV. Adjournment**

Mayor Barley adjourned the meeting at 3:40 p.m.

**FREEPORT CITY COUNCIL**

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Mayor

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ATTEST

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City Clerk

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